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From: McGuire, Thomas M (DPH)
Sent: Thursday, April 07, 2011 4:20 PM
To: Beck, Ann (DPH); Bird, Ciranna (DPH); Jenner, Jennifer (DPH); Perea, Nancy (DPH); Madden, Mary (DPH); Acloque, Roslyn (DPH); Piro, Peter (DPH); Hannon, Bruce (DPH); Noddin, Linwood (DPH); Carey, Lisa (DPH); Gu, Jane X. (DPH); Noonan, Corrie (DPH); Clemmer, Jill (DPH); Morrison, Robert (DPH); Hemsworth, Meghan (DPH); Wang, Xingtai (DPH); Belanger, Peter (DPH); McGeown, Catherine (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Peeples, Michael (DPH); Hussin, Ayman (DPH); Lancto, Denise (DPH); Elvin, Paul (DPH); Condon, Cynthia (DPH); Cheng, Gloria (DPH); Doan, Kimberly (DPH); Holland, James (DPH); Chin, TakWah (DPH); Greer, Garry (DPH); Rubin, Alan (DPH); Alfonso, Felipe (DPH); Salemi, Charles (DPH); Parrin, Janis (DPH); Albrecht, Michael S (DPH); Fuller-Jones, Sydney (DPH); Hickey, Helen (DPH); Ahern, Judy (DPH); Gauthier, Cheryl (DPH); Stiles, Tracy (DPH); Rosas, Giovanni (DPH); HunterAdams, Jo (DPH); Davenport, Russell (DPH); Connolly, Lawrence; Kane01, Peter (DPH); Nawn, Kathleen (DPH); Gray, Barbara (DPH); Doan, Tuyet (DPH); Chen, Karen (DPH); Govan, Suzanne (DPH); LeClair, Erika (DPH); Cambria, Marguerite (DPH); Jones, Christine (DPH); Renczkowski, Daniel (DPH); Servizio, Paul (DPH); Nguyen, Hieu (DPH)

Subject: Entering Room Number and Extensions in New Purchasing System

To make it easier for personnel in the stockroom to deliver your orders to the appropriate place please enter the room number where you wish to have the order delivered and to whom, along with their phone extension. If you have any questions please let me know.

Thanks

Tom McGuire